BYLAWS
OF THE ORGANIZATION OF THE FACULTY
OF THE SCHOOL OF COMPUTING
CLEMSON UNIVERSITY
(Approved by Faculty Vote on October 1, 2008)

Article I

Object

In order to assure all rights and prerogatives of the School of Computing Faculty, including (but not limited to) the determination of courses, curricula and programs of study, hiring of new colleagues, and the retention, tenure and promotion of colleagues, and in order to provide guidelines for the organization and operation of the School of Computing, we, the School of Computing Faculty, adopt these BYLAWS.

The regulations, policies, and procedures of the College of Engineering and Science shall govern matters not treated in these bylaws. Both the College of Engineering and Science Bylaws and University Faculty Manual shall take precedence if they conflict with these bylaws.

Article II

Membership of the Faculty

The members of this organization shall consist of all University employees holding appointments in the School of Computing, designated as Voting Faculty or Associate Faculty.

A. Voting Faculty. This designation includes all persons holding faculty appointments with the rank of lecturer, senior lecturer, instructor, assistant professor, associate professor, professor, endowed chairs, or titled professorships.
B. Associate Faculty. This designation includes all persons holding appointments with the title of emeritus professor, adjunct professor, visiting professor (at any rank) or research faculty (at any rank), and persons with courtesy appointments in the School of Computing.

Article III

Right to Vote and Hold Office

All Voting Faculty who are not on unpaid administrative leave, who have 50% or greater appointments in the School, and who are not currently enrolled in a degree program at Clemson have the right to vote and hold office, with the exception that Lecturers and Senior Lecturers may not vote on issues or serve

on standing committees involving promotion and tenure of tenure-track faculty, or graduate curriculum[1]. Associate Faculty may attend meetings and have a voice, but may not vote or hold office.

Article IV

Officers

The Director of the School of Computing shall serve as the Presiding Officer of the School. Other Faculty members may have administrative responsibilities and be designated as administrative officers by the Director. These officers may include but are not limited to: Associate and Assistant Directors of the School, Division Chairs, and Program Directors.

Article V

Meetings of the Faculty[2]

A. **Regular and Special Meetings.** At least two regular meetings of the Faculty shall be held annually, one during the Fall Semester and the other during the Spring Semester. The Director or any Officer may call a meeting of the Faculty. The Presiding Officer normally presides over all such meetings. In the absence of the Presiding Officer, the officer calling the meeting will preside.

B. **Voting.** The result of any vote is determined by a simple majority of the eligible votes cast. In the case of a tie, a motion fails. A quorum for any vote shall consist of 51% of the Voting Faculty. Proxy votes count if notice has been sent by a Voting Faculty member to the Presiding Officer before the meeting authorizing an attending Voting Faculty member to vote her proxy.

C. **Minutes of Meetings.** Minutes of meetings of the Faculty will be taken, distributed to the Faculty and maintained in a School file.

D. **Announcements and Attendance at Meetings.** Meetings of the Faculty are to be announced at least two working days prior to the meeting. Faculty meetings are open to all members of the Faculty.

Article VI

Standing Committees

Standing Committees of the School shall include:
- the Advisory Committee,
- the Undergraduate Affairs Committee,

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[1] Lecturers or Senior Lecturers may serve on graduate advisory committees subject to the written policies of the Graduate School.
[2] This section refers to meetings of the entire Faculty. Standing Committee meetings are covered in Article VI.

- the Graduate Affairs Committee,
- Tenure, Promotion and Retention (TPR) Committees for each Division[3],
- Post Tenure Review (PTR) Committees for each Division[4],
- the Curriculum Committee, and
- the Assessment Committee.

Additional standing and ad-hoc committees may be established and their responsibilities defined by action of the School. The School Director may appoint ad-hoc committees at any time. Unless otherwise specified in the committee descriptions, the School Director annually makes appointments to all School committees.

A. **Advisory Committee:** The Advisory Committee consists of one Faculty member from each Division elected by Voting Faculty with a primary appointment in that Division, one member elected from the staff, and one at-large Faculty member elected by the School Voting Faculty. The School Director will chair the Advisory Committee. The School Director may invite other members of the Faculty, staff, or student body to this meeting for input on specific issues.

B. **Undergraduate Affairs Committee.** The Undergraduate Affairs Committee consists of at least three members of the Faculty and the Associate School Director. The Associate School Director shall chair the Undergraduate Affairs Committee. The Undergraduate Affairs Committee makes recommendations to the Faculty on matters involving undergraduate recruiting, admission, advising, courses, instruction, and degree programs. This committee also recommends to the Faculty the recipients of all honors and awards bestowed upon undergraduate students by the School. Meetings of the Undergraduate Affairs Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting.

C. **Graduate Affairs Committee.** The Graduate Affairs Committee consists of at least three members of the Faculty and the Director of Graduate Affairs. The Director of Graduate Affairs shall chair the Graduate Affairs Committee. The Graduate Affairs Committee makes recommendations to the Faculty on matters involving graduate recruiting, admission, financial assistance, student performance reviews and academic standing, advising, courses, instruction, and degree programs. With the exception of Comprehensive Exam deliberations, meetings of the Graduate Affairs Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting.

D. **Assessment Committee.** The Assessment Committee consists of at least three members of the Faculty. This committee is responsible for producing all reports required by the College of Engineering and Science, the University or the State Commission on Higher Education or other organizations that assess the effectiveness of School operations and programs. The Assessment Committee will elect a chair from the members of the Committee. Meetings of the Assessment Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting.

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[3] Described in Article VII

[4] Described in Article VII

E. Curriculum Committee: The Curriculum Committee consists of members of the Undergraduate Affairs Committee and the Graduate Affairs Committee. The combined committees will elect a chair to represent the School in college curriculum meetings. Meetings of the Curriculum Committee are open to Faculty and are to be announced to the Faculty at least two working days prior to the meeting.

Article VII

Divisions

The School of Computing shall be organized by Divisions. Divisions will be organized around academic disciplines except for one Division consisting of Lecturers, Senior Lecturers, Instructors, and any other Faculty members whose primary duties involve broad academic support to the School.

A. Division Faculty. Each Division shall have its own Voting Faculty and Associate Faculty as defined in Article II. School Faculty may be appointed as Faculty members in more than one Division, but must have a primary appointment in one Division known as their Primary Division. Primary Division Voting Faculty shall recommend the appointment, reappointment, tenure or promotion of prospective or current members subject to policies provided in School, College, and University procedures.

B. Chair. Each Division shall have a Chair appointed by the School Director in consultation with the Faculty of that Division. The Chair is the Administrative Officer of the Division.

C. Division Committees.
    a. TPR Committee: Each Division[5] shall form a Tenure, Promotion, and Retention Committee. The TPR Committee will make recommendations to the Division Chair, School Director, and the Dean on:
- retention of non-tenured, tenure-track faculty
- tenure of non-tenured, tenure-track faculty
- promotions of faculty
- initial faculty appointments involving tenure, a reduced probationary period, or a rank higher than Assistant Professor.

Composition of the TPR Committee shall be determined as follows:
- All Voting Faculty at the rank of Professor with a primary appointment in a Division, excluding the School Director and Division Chair, are members of the TPR Committee.
- If there are less than three Full Professors eligible to serve on the TPR Committee then appropriate faculty holding permanent tenure from any School Division or University Department will be nominated and elected to serve on the TPR Committee for one year at a

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[5] Except for the Division consisting of the Lecturers

meeting of all Voting Faculty at the rank of Professor in the School for a total of three members.

- o In cases involving tenure and/or promotion to the rank of Associate Professor, Voting Faculty at the rank of Associate Professor with Tenure are eligible to be elected to the TPR Committee.

The TPR Committee will elect its Chair from the members of the Committee.

The recommendations of the TPR Committee and the Administrative review (Division Chair and Director) will be done independently. The School Director has the option of endorsing the recommendation of the Chair, or adding a separate review and recommendation. Administrators and the TPR Committee shall provide each other with copies of their reviews once they have been completed.

b. **Post-Tenure Review Committee.** The Post-Tenure Review (PTR) committee consists of all tenured Voting Faculty with a primary appointment in the Division who are not being reviewed in the current year and one member from outside of the School. In academic years that require PTR actions a subcommittee will be established that will be composed of the committee member from outside the School plus four members elected from the tenured Voting Faculty. This committee functions in accordance with the Guidelines and Procedures for Post-Tenure Review and makes recommendations to the Division Chair, School Director and the Dean on the professional contributions of each Faculty member undergoing post-tenure review. The yearly subcommittee provides a report and recommendation to the PTR committee on each individual being considered in post-tenure review. The PTR Committee will elect its Chair from the members of the Committee.

c. Other committees may be formed at the discretion of the Chair.

Article VIII

Review and Amendment of Bylaws

A. The School Advisory Committee shall review these Bylaws every three years.
B. The Bylaws can be amended by a two-thirds vote at a meeting of the Faculty provided the proposed amendment has been distributed to Voting Faculty at least five working days before the meeting.